ELI Security Procedures

All coordinators should contact the county point person to request access to ELI. This will usually be your E&P coordinator or a designee.

Once access to ELI is requested by the county the initial information for agencies and CBOs will be entered into ELI by the administrator at the Office of AIDS (OA). A unique user name and password will be issued for each individual as soon as possible. This user name and password should **NOT** be shared with anyone or recycled when new staff members are hired. **The county point person should contact Shanna Livermore for usernames and passwords** for each new staff member at any of their sites (LHD, CBOs, etc.) that require access to ELI.

<u>Do **NOT** write the password or user name down or post it to your computer.</u>

Once you are assigned a username and password you may log on to the ELI system. All policies and procedures set forth by the county's information technology department should be followed with regard to the access and use of ELI.

The supervisor must logon to ELI first and complete the information about their agency and interventions. Once that information is completed the supervisor should assign their data entry staff to the interventions they will enter data for. Any technical difficulties or questions regarding this process should be directed to the county point person and then via email to Shanna Livermore at slivermo@dhs.ca.gov

The following table summarizes what actions operators can perform for their own and subordinate agencies.

Tables & Functions	Operator Privilege Level			
	View-Only	**Data Entry**	**Supervisors**	**Administrators (Office of AIDS Only)**
Client-Contacts, Campaigns, Check Sheets	View data for currently logged intervention.	Add, delete, and edit records for currently logged intervention (in own or any subordinate agency).		
Agencies	View own Agency record and subordinates.		Edit own Agency and subordinates.	Add, delete, and edit own Agency and subordinates.
Interventions	View Intervention data for own agency and subordinates.		Add, delete, and edit Interventions for own Agency and subordinates.	
Groups	View Group data for own agency and subordinates.	Add, delete, and edit Groups for own Agency and subordinates, but only within Interventions on which you are authorized to work.		
Operators	No access.		Edit Operators (and their Interventions) at own Agency or subordinates.	Add, delete, and edit Operators in any agency. (Cannot delete self.)
Utility Functions	None.		Broadcast e-mail messages, view System Parameters.	Broadcast e-mail messages, change System Parameters.
Reports	Request reports (1) for own agency, (2) for any single reporting agency, (3) for aggregate of self and all reporting agencies. Some specific reports may require privileges.			